

ExpenseChec✓

Communique

The corporate advisory for cost-effective business travel.

TIPS ON FOREIGN TRAVEL

Foreign travel need not be such a dreaded experience. In fact, with a little preparation your trip can be enjoyable and enlightening.

The most important fact to realize about foreign travel is that you will be outside of the United States of America. Accordingly, an adjustment must be made to a different culture, language, climate, etc. These differences will vary from country to country. Again, if you know what to expect, you won't be unpleasantly surprised that some comforts of home are not available.

In order to make your transition as smooth as possible some advance homework is essential. To gather some general information on your destination consult your travel agent, the foreign country's consulate, and the international carrier. Further, your library is a good source for books and magazines with details on your destination.

One of the best ways to gain an understanding and appreciation for a country is via language. If English is commonly spoken or your exposure to natives will be limited, a language tape and guidebook will offer you the "basics" to get by in everyday situations. If you need more fluency, language schools offer intensive training, individually or in small groups that are geared toward the corporate traveler. By developing a familiarity of the language and a basic vocabulary, you will find the foreign people appreciative of your efforts and more helpful.

In order to insure that your trip is as smooth as possible, remember the following:

Find out from what type of identification and immunization is needed. If you have a passport, check its expiration. If you must apply for one, leave plenty of time for processing. Ask your travel agent, the foreign country's consulate, or the international carrier for details.

Be sure that you have your identification with you at all times. Keep it separate from your money in a safe, accessible place. You might have to hand in your passport at your hotel. Be sure to reclaim it as soon as possible.

Exchange \$50 to \$100 of US dollars prior to leaving. This money will pay for transportation and tips until you can go to the local bank. Avoid changing money at the airport since a better exchange rate will be offered by local banks.

Bring traveler's checks and keep your receipt for them in a separate place. Do not put the receipt in your luggage in case your luggage is lost. Traveler's checks receive a better exchange rate than cash.

Bring a number of US dollar bills. If you were ever caught in a pinch, they are usually accepted.

Carry a currency convertor on a pocket calculator. Familiarize yourself with the exchange rate prior to leaving.

Pack an electricity adapter so that your appliances will work at varying voltages.

Keep a metric conversion table handy for weights, measures and temperatures. (Note: Multiply a celsius value by 1.8 and add 32 for Fahrenheit. 1m is 3.28 feet, 1km is .62 mile and 1kg is 2.2 pounds).

Ask if your hotel has Teleplan. This arrangement with AT&T limits the outrageous surcharges on overseas calls. If not, call collect or have the other party call you back.

Arrive at least two hours early for an international flight. Contact the airline for their recommended check-in time.

Find out how much is allowed to be purchased duty free. You might want to ship some purchases home. Insuring them might be wise if they are valuable. Do not check valuables with your luggage.

Ask how you can receive credit for VAT (Value-Added Tax). Shops often provide the necessary forms and will process them for a charge. These forms should be turned in at the airport when departing.

If you will be in a foreign country for a long period of time or if the country is "dangerous", notify the US embassy of your identity and location.

Surely, the list of travel tips is endless. I have covered those that are relevant to most international travel. By keeping these recommendations in mind your trip should be interesting and enjoyable.

Have a nice, safe trip. If you have any helpful hints of your own, please let us know. We will share them with other travelers.

ExpenseCheck[✓] Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses National

AVERAGE \$ PER TRAVELER MONTH

PERIOD COVERED	Current Month	Your Company Costs	Year To Date	Your Company Costs
	June 1985		June 1985	
EXPENSES				
Meals	\$ 85.24	\$	\$ 79.61	\$
Lodging	170.44		158.62	
Public Transportation	193.53		186.50	
Car Rental	28.92		28.30	
Telephone & Telegraph	94.52		89.01	
Postage & Supplies	27.67		27.95	
Entertainment	83.81		78.10	
Miscellaneous	54.89		50.60	
TOTAL TRAVEL EXPENSES	\$ 739.02	\$	\$ 698.68	\$

MEAL ANALYSIS				
Average Number Per Traveler Month	11.9		11.2	
Average Cost Per Meal	\$ 7.16	\$	\$ 7.08	\$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.1		2.9	
Average Cost Per Night -	\$ 55.67	\$	\$ 54.66	\$

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Business Travel Trends National

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	06/85 vs 05/85		06/85 vs 12/84	
EXPENSES				
Meals	Down 3.2%		Down 7.8%	
Lodging	Down 2.3%		Up 16.4%	
Public Transportation	No Change		Up 11.2%	
Car Rental	Down 4.7%		Up 9.5%	
Telephone & Telegraph	Down 5.5%		Up 12.6%	
Postage & Supplies	Up 3.6%		Down 8.5%	
Entertainment	No Change		Up 25.6%	
Miscellaneous	Down 6.5%		Up 9.7%	
TOTAL TRAVEL EXPENSES	Down 2.2%		Up 10.2%	

MEAL ANALYSIS				
Average Number Per Traveler Month	Down 4.7%		Down 1.4%	
Average Cost Per Meal -	Up 1.2%		Down 6.4%	
LODGING ANALYSIS				
Average Number Per Traveler Month	Down 4.3%		Up 7.5%	
Average Cost Per Night -	Up 2.1%		Up 8.3%	

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Business Travel Trends

U.S. CONSUMER PRODUCTS

PERIOD COVERED	Current Month	Your Trendline	Year To Date	Your Trendline
	06/85		06/85 vs 12/84	
EXPENSES				
Meals	Up 11.4%		Up 2.2%	
Lodging	Up 6.2%		Up 3.3%	
Public Transportation	Up 6.5%		Up 24.1%	
Car Rental	Up 60.4%		Up 10.2%	
Telephone & Telegraph	Up 14.9%		Down 1.4%	
Postage & Supplies	Up 1.7%		Down 0.9%	
Entertainment	Down 5.2%		Down 5.7%	
Miscellaneous	Up 1.6%		Up 15.6%	
TOTAL TRAVEL EXPENSES	Up 7.4%		Up 7.0%	

MEAL ANALYSIS				
Average Number Per Traveler Month	Up 8.8%		Up 0.6%	
Average Cost Per Meal -	Up 2.0%		Up 1.7%	
LODGING ANALYSIS				
Average Number Per Traveler Month	Up 5.5%		Down 3.7%	
Average Cost Per Night -	Down 0.3%		Up 7.4%	

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Business Travel Trends

U.S. HEALTH & BEAUTY

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	06/85 vs 05/85		06/85 vs 12/84	
EXPENSES				
Meals	Up 0.5%		Down 1.0%	
Lodging	Down 0.6%		Up 8.0%	
Public Transportation	Down 1.9%		Up 6.3%	
Car Rental	Down 5.0%		Up 3.1%	
Telephone & Telegraph	Down 0.8%		Up 2.2%	
Postage & Supplies	Up 0.5%		Up 11.4%	
Entertainment	Down 2.0%		Down 2.5%	
Miscellaneous	Down 3.3%		Up 24.8%	
TOTAL TRAVEL EXPENSES	Down 1.4%		Up 5.6%	

MEAL ANALYSIS				
Average Number Per Traveler Month	Up 1.2%		Down 1.5%	
Average Cost Per Meal -	Down 0.4%		Up 0.8%	
LODGING ANALYSIS				
Average Number Per Traveler Month	Up 1.1%		Down 1.9%	
Average Cost Per Night -	Down 0.9%		Up 10.3%	

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Business Travel Expenses

U.S. MEDICAL PRODUCTS

AVERAGE \$ PER TRAVELER MONTH

PERIOD COVERED	Current Month	Your Company Costs	Year To Date	Your Company Costs
	June 1985		June 1985	
EXPENSES				
Meals	\$ 109.57	\$	\$ 106.45	\$
Lodging	210.90		195.42	
Public Transportation	221.93		225.91	
Car Rental	21.51		22.27	
Telephone & Telegraph	188.69		200.94	
Postage & Supplies	31.66		30.90	
Entertainment	86.80		78.89	
Miscellaneous	58.81		55.40	
TOTAL TRAVEL EXPENSES	\$ 929.87	\$	\$ 916.19	\$

MEAL ANALYSIS				
Average Number Per Traveler Month	17.9		17.6	
Average Cost Per Meal -	\$ 6.12	\$	\$ 6.04	\$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.6		3.5	
Average Cost Per Night -	\$ 58.86	\$	\$ 56.39	\$

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Business Travel Trends

U.S. PHARMACEUTICAL

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	06/85 vs 05/85		06/85 vs 12/84	
EXPENSES				
Meals	Down 7.6%		Down 5.9%	
Lodging	Down 11.1%		Down 3.9%	
Public Transportation	Up 7.4%		Down 10.6%	
Car Rental	Down 28.7%		Up 10.9%	
Telephone & Telegraph	Down 8.6%		Up 4.6%	
Postage & Supplies	Down 8.4%		Up 5.2%	
Entertainment	Down 20.5%		Up 18.4%	
Miscellaneous	Down 3.3%		Up 26.0%	
TOTAL TRAVEL EXPENSES	Down 7.6%		Up 3.1%	

MEAL ANALYSIS				
Average Number Per Traveler Month	Down 8.9%		Down 7.6%	
Average Cost Per Meal -	Up 1.5%		Up 2.2%	
LODGING ANALYSIS				
Average Number Per Traveler Month	Down 6.3%		Down 10.1%	
Average Cost Per Night -	Down 1.8%		Up 7.9%	

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